Minutes

Steering Committee Meeting

Tuesday, January 18, 2005
1:30- 2:45
33 Hazen Drive, IT Conference Room

Meeting called by:	Peter Croteau
Type of meeting:	Scheduled Monthly Meeting
Facilitator:	Peter Croteau
Note taker:	Brian Lumbert & Elaine Merchant
Attendees:	Brian Lumbert – OIT
	Peter Croteau – OIT
	Glenn Ott – BearingPoint
	Dave Czelusniak – BearingPoint
	Mary Kurkjian – BearingPoint
	Betty Ramspott – Town of Sunapee
	Teresa Williams – Town of Wakefield
	Larry Brigden – DMV
	Sally Gallerani – OIT
	Kelly Michael – DMV
	Chris Minery – DOS
	Linda Farrell – DOS
	Sue Smith - DMV

Agenda Topics

I. Testing   Dave

- In User Acceptance there are a total of 33 bugs, Responsible parties Bearing Point 12 still open for UAT that need review and assignment, DOS Users have 12 that still need to be tested, Bearing Point – 1 assigned, OIT – 5 assigned and the management team has 3 Enhancements for negotiation of responsibility.

- Regarding Performance Testing, waiting for IDMS Upgrade.

- Jim Bronson to test XML Interface for Performance Testing.

- Waiting for return of environment to continue Parallel Testing.

- The 56K Performance Testing is completed and the results need to be evaluated.

- MAAP Certification between Concord and Interware will occur in February, 2005.

II. Training   Kelly

- Waiting for a new go-live date for the rescheduling agent training.

III. Implementation Activities   Brian

- The Fallback Contingency to Old Legacy System is being finalized.

- The Fallback Plan sign off will be in mid February, 2005.

- Barnstead is missing their Technical Agreement.

- In the Unapproved Network Topologies there are 8 Towns awaiting approval of plan. 3 Towns have been received (Candia, Hampstead, and Tuftonboro) and 5 Towns have not been received. (Bethlehem, Errol, Gorham, Hillsboro, and Woodstock.

IV. Other Activities   Pete

- The Primedia Contract was approved by G&C on January 12, 2005.

- The three Java Programmers have not been replaced as yet.

- Study of MAAP system in other states have been completed and taken off the Agenda.

Next Meeting: [IT Conf Rm [February 15, 2005 [1:00pm]